

SECRETARY I/II

DEFINITION

Under general supervision, positions in this job class series perform receptionist and specialized legal secretarial work providing judicial and/or administrative support; may act as a relief courtroom clerk; and do other related work as may be assigned.

DISTINGUISHING CHARACTERISTICS

Secretary I: This entry level class is characterized by responsibility for a variety of routine and legal clerical work which is often repetitive and requires minimal supervision. The range of duties may include performing work in multiple, unrelated areas of law and for several judicial officers and/or other court staff.

Secretary II: This journey level class is, characterized by responsibility for a wide variety of complex legal secretarial tasks requiring independent judgment and discretion. The range of duties will continue to involve performing work in multiple, unrelated areas of law for several judicial officers and/or other Court staff, and may include acting as a relief Courtroom Clerk. This position may be required to provide lead direction to employees in the Secretary I job class.

TYPICAL TASKS

- Serves as secretary to judicial officer(s) and/or administrators, relieving them of a variety of routine administrative duties, including maintaining calendars, scheduling meetings and conferences, and making travel arrangements;
- reviews documents submitted to the Court to ensure completeness, accuracy and compliance with legal and procedural requirements;
- prepares, types, proofreads and/or processes a wide variety of complex legal documents, including Court pleading and correspondence, such as opinions, proceedings, rules of court, contracts, orders, motions, search warrants, subpoenas, commitments, decisions, affidavits, jury instructions and other documents;
- receives and screens visitors and callers; explains procedures; provides information and/or refers to other appropriate staff;
- reviews and processes mail; independently composes responses to routine correspondence; prepares draft responses to more complex correspondence for review by judges and/or administrators;
- serves as a relief Court Clerk;
- performs a variety of clerical duties including the operation of a personal computer and related software programs;
- transcription of oral dictation and tapes;
- maintenance and updating of files;
- coping and assembling of reports, documents, and other paperwork as well as operation of a variety of office equipment;

- prepares agendas and minutes for various committees and meetings;
- assists in the coordination of mediations and settlement conferences;
- schedules and/or coordinates assignment of visiting and pro tem judges;
- performs basic legal research; collects, compiles, verifies and presents data for statistical studies and reports;
- assists the law librarian in the filing of updates to legal materials.

EMPLOYMENT STANDARDS

Knowledge of:

- legal terminology; laws, codes, rules of court, phraseology and documents;
- legal procedures and practices involved in composing, processing, completing and filing legal documents;
- letter, report and meeting minutes writing;
- proper customer service techniques;
- basic principles of English grammar, spelling and punctuation for business correspondence and minute order preparation.
- the goals and functions of the judicial system, at the local and state level;
- clerical, financial and legal record keeping practices;
- modern office practices, procedures and equipment, including personal computers and software applications.

Ability to:

Secretary I must have ability to:

- speak and write clearly and professionally in order to explain court procedures, read proceedings and provide information to attorneys and the public;
- independently exercise good judgment in answering questions, especially as it may relate to sensitive information;
- perform multiple activities and assignments, often simultaneously, which require attention to detail and accuracy;
- work effectively with judicial officers, co-workers, attorneys, supervisors and the public while under pressure, time constraints and professional and legal standards;
- handle routine questions, problems and tasks with minimal direction;
- understand and explain legal concepts and procedures;
- provide public with procedural information and direct to appropriate locations for assistance;
- prepare routine legal documents and forms without assistance or advice;
- read, interpret and apply laws, policies, rules and directions with good judgment in a variety of situations;
- work independently and follow instructions;
- prepare clear, concise and accurate reports and records;
- set up and maintain confidential files and records;
- type at rate of 50 net wpm from clear, legible copy;
- take dictation or notes at an appropriate rate for the job assignment and transcribe accurately;

- operate a variety of office equipment; use a personal computer and software for word processing, record keeping and other Court support functions;
- establish and maintain cooperative working relationships with others.

Secretary II must have ability to:

- perform all duties of Secretary I;
- perform a variety of complex legal secretarial tasks involving considerable initiative and judgment;
- make arithmetical calculations quickly and accurately.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required abilities would be:

Secretary I: Two (2) years of responsible legal secretarial, office and administrative support work.

Secretary II: Three (3) years of responsible legal secretarial, office and administrative support work.

Special training and education in the legal secretarial field and ability to take dictation is desirable.

OTHER CONDITIONS OF EMPLOYMENT

- This position may require a valid driver's license.